

SSOW – Apprentice engineers.

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Scope of Activity: This safe system of work covers work undertaken by apprentice engineers.

Applicable Risk Assessment: RA 012 – Apprentice engineers.

Hazards Expected: As identified in the applicable risk assessments and safe systems of work.

Mandatory PPE: As identified in the applicable risk assessments and safe systems of work.

Additional PPE (as required): N/A

Resources: Competent engineering mentor

Manning:

Apprentice engineer who is supervised by a mentor engineer, both reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Regional Business Manager.

Mentor engineers will take full responsibility for:

- a) Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;
- b) Establishing with the customer and working in a safe area and environment;
- c) Ensuring that a risk assessment is in place, is suitable and sufficiently covers all hazards;
- d) Familiarising themselves with the equipment operator and maintenance manuals;
- e) Ensuring all maintenance and repairs are completed in accordance with the manufacturer's manual;
- f) Mentoring apprentice engineer and supervising their activities;

Safe Working Method:

- Before undertaking any task/ activity it is essential that both apprentice and mentor have read and understood this document and the applicable risk assessment and are satisfied that the control measures herein are suitable and sufficient. If you find the control measures are not suitable and sufficient, contact your line manager before proceeding. This safe system of work is a supplement to all existing core risk assessments and safe systems of work and must be read and followed in conjunction with those.
- Upon arrival on site, you must sign in where applicable and make contact with the designated site contact. You must ensure you have completed any necessary inductions and any permits to work or other documentation required by customer have been completed;
 - Ensure the customer is made aware that an apprentice engineer will be working with you on site;
 - Ensure that the apprentice engineer has fully understood the induction, site rules and the limitations or requirements set by any permits;
 - If no induction procedure exists, enquire with the customer as to what the site emergency procedures are (Fire, etc.), what first aid arrangements are and explain these to the apprentice engineer;
 - Similarly, establish with the customer if there are any particular hazards you need to be aware of and what PPE will be required in the work area. Again, take time to explain these to the apprentice engineer;

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- Agree with the site contact a designated safe working area in which to carry out all operations and familiarise yourself with this area ensuring you have considered any specific hazards present or that may arise:
 - Take time to explain any hazards to the apprentice engineer to make sure they recognise them and discuss how these hazards will be controlled;
 - Continue to dynamically assess the situation throughout the task;
 - If you feel the area is not sufficient, inform the customer and if another more suitable area cannot be agreed contact your line manager;
- Before assigning the apprentice engineer a task, explain the step-by-step of what should be done and the correct methods/ techniques involved, particularly if using tools or equipment. Continue to monitor their activities and stop and correct them if they are working incorrectly;
- Be aware that specific restrictions apply to what apprentice engineers are allowed to do and where they are allowed to work, including:
 - **Operating equipment** – Apprentice engineers can complete lift truck or plant equipment driver training under 18 years of age provided they are out of their probation period - To operate a lift truck or plant equipment in a Port you must meet the minimum age of 18.
 - **Mains voltage systems** - Apprentice engineers cannot mains voltage powered equipment or systems until they are over 18 years of age and have completed the necessary training;
 - **Hot work (oxygen acetylene, welding, etc.)** – Apprentice engineers are not permitted to undertake hot work until they have completed the necessary training;
 - **Grinding/ abrasive wheels** – Apprentice engineers are not permitted to use grinders/ abrasive wheels until they have completed the necessary training;
 - **Work at height** – Apprentice engineers are not permitted to work at height until they have completed the necessary training for the specific work at height equipment/ method being used;
 - **Driving company vehicles** - Apprentice engineers cannot operate company vehicles until they are over 18 years of age. Driving licence checks and driving risk assessment must have been undertaken. Further to this, apprentice engineers must attend company's road safety awareness course and a vehicle familiarisation session must have taken place before they are allowed to operate company vehicles;
 - **Lone working** – Apprentice engineers are not permitted to undertake lone working;
 - **Shift working** – Apprentice engineers are not permitted to undertake shift working;
 - **Ionising radiation** – Apprentice engineers are not permitted to work in locations where ionising radiation is present until they are over 18 years of age;
 - **Lead** – Apprentice engineers are not permitted to work in locations where there is a risk of lead exposure until they are over 18 years of age;